Administrative Roles and Contact Info

Business Office
ugs.business@austin.utexas.edu
(512) 471-1011
> AIS/APS forms
> Contracts
> Financial reporting
> Invoicing
> ProCard
> Purchase orders
> Reconciliation
> Student awards and fellowships
> Transfers
> Travel
> Vendor relations
> Vouchers

Human Resources
ugs.hr@austin.utexas.edu
(512) 471-7658
> HRMS audits
> Notary
> Onboarding
> Payroll
> Reclassification
> Recruiting/Job postings
> Student appointments
> Timesheet routing
> Student onboarding (I9s, Bio)

IT Support
ugs.it@austin.utexas.edu
(512) 232-8413
> BACS/Door security
> Box/Austin disk
> Calendars
> Inventory (Computers, Equipment, etc.)
> Computer setup
> Desktop support
> DocuSign
> Email accounts
> Event technology setup
> Hardware/Software purchases
> ISORA
> Mainframe accounts/applications
> Mobile devices
> Networking
> Printers
> Repair/Warranty requests
> UGS UTLists
> UTBackup/Crashplan
> Voicemail and phones
> Retention

Web Development
ugs.webdev@austin.utexas.edu
> Application development
> UGS web-related issues